

Saint Mary's University of Minnesota
Policy and Procedure: Administrative, Physical, and Technical Safeguards of PHI

The Section 125 plan will provide administrative, physical, and technical safeguards for protected health information to prevent any intentional or unintentional use or disclosure in violation of the HIPAA Privacy Rule, the terms of the plan, and the plan's privacy policies. Safeguards will also be applied to limit incidental uses or disclosures made pursuant to an otherwise permitted or required use or disclosure.

Access to protected health information is limited to employees whose job duties require such access. No other employees will be given keys and passwords allowing access to paper and electronic records that contain protected health information.

Paper records that contain protected health information will be kept in locked cabinets in a room that will be locked when not in use.

Access to electronic records that contain protected health information will be restricted and require a password.

A designated fax machine located in a limited-access area will be used for sending and receiving documents that include protected health information.

E-mails containing protected health information will be immediately filed in a secure area of the computer network and all other copies will be deleted.

Employees involved in discussions that include protected health information are to take reasonable measures to make sure that such discussions are not overheard.